

# **DOD EMAIL UPDATE**

## **NAVFAC/USMC E2E PROCUREMENT CONFERENCE 6-8 NOVEMBER 2007**

**Presented by: Freda Reilly**

# OUTLINE



- **DOD EMALL OVERVIEW**
- **DOD EMALL ADVANTAGES**
- **SAMPLE DOD EMALL ORDER**
- **NAVFAC ATLANTIC DEPLOYED CONTRACTS**
- **QUESTIONS?**

# **DOD EMALL OVERVIEW**



- **DOD EMALL (EMALL) is an on-line ordering tool maintained by the Defense Logistics Agency (DLA) at [www.emall.dla.mil](http://www.emall.dla.mil)**
- **EMALL is NAVFAC's required ordering method for IDIQ Facility Support Contract (FSC) Services < \$100K**
- **NAVFAC has approximately 200 FSCs posted on EMALL**
- **Common FSCs are Grounds, Janitorial, Refuse Collection, Snow Removal, Environmental Sampling, etc.**
- **Supported Commands & NAVFAC may order pre-priced IDIQ line items using a Government Purchase Card as a method of payment**

# DOD EMAIL ADVANTAGES



- **Facilitates fast and easy direct ordering online at [www.emall.dla.mil](http://www.emall.dla.mil)**
- **Eliminates rotating sources and obtaining quotes**
- **NAVFAC contracts on have been competed or negotiated**
- **NAVFAC Contracting Officer's have determined pricing as "fair and reasonable"**
- **Provides an audit trail for cardholders**
- **Contractor provides cardholder with receipt for each order**

# **DOD EMALL ADVANTAGES**



- **NAVFAC Contracts listed on DOD EMALL by DODAAC**
- **NAVFAC Permission required to obtain access via letter to DLA**
- **Permission granted by local NAVFAC EMALL Coordinators**
- **NAVFAC Contracts contain contract clauses, terms, warranties, local base requirements, and restrictions protecting purchases vs. open market transactions**
- **EMALL encrypted orders ensures secure purchase card transactions**
- **Allow Contractor and Government to update order status**

# SAMPLE DOD EMAIL ORDER



## Text Viewer

-----BEGIN PGP SIGNED MESSAGE-----

### DELIVERY ORDER TO:

NAVFAC Janitorial Template  
1322 Patterson Ave. SE  
Suite 1000  
Washington, D.C., DC  
20374  
USA

### ATTENTION:

703-653-7676 (Voice)  
VENDOR CAGE CODE:

TRANSMITTED ELECTRONICALLY TO siransy@us.ibm.com

ORDER NUMBER:  
DEMO00032905

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CUSTOMER SHOPPING . NUMBER:  
DEMO0000001242

### CUSTOMER:

Department of Defense Activity Code N62742  
Pasion, Steven  
EMAIL Address: steve.pasion@navy.mil  
Voice: (808) 474-6317  
Fax: <Not Provided>  
Department: DoD  
Service/Agency: Navy  
Major Command: Naval Facilities Engineering Command

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### PLACE OF PERFORMANCE:

ADDRESS 24  
1234 ANWHERE STREET

3

PEARL HARBOR, HI  
96860  
USA

SHIP VIA:  
GROUND

### PAYMENT METHOD:

IMPAC 4111 1111 1111 1111  
Expires: 4/2005  
Name as it appears on card: S PASION

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### BILLING ADDRESS:

258 MAKALAPA DR STE 100  
PEARL HARBOR, HI  
968603134  
USA

## **\*\* NOTE: Key Data Elements**

1. Supplier Order Number
2. Orderer Name, Telephone and Email
3. Place of Performance Address and Point of Contact
4. Purchase Card (Credit Card) Number, Expiration Date and Billing Address information

Copy to Clipboard

OK

# SAMPLE EMAIL ORDER - Continued



## Text Viewer

PAYMENT METHOD:  
IMPAC 4111 1111 1111 1111  
Expires: 4/2005  
Name as it appears on card: STEVEN PASION

BILLING ADDRESS:  
258 MAKALAPA DR STE 100  
PEARL HARBOR, HI  
968603134  
USA

SPECIFIC INSTRUCTIONS:  
Complete within 10 working days after receipt of order. Update scheduled and completion dates/times in Order Status.  
Contact Mr. Inspector #1 5555, for access to quarters.

ORDER FOR ITEMS ON CONTRACT:  
SP5200FAC9210

----- BEGIN ITEMS FOR DELIVERY -----

LINE NUMBER: 0001  
QUANTITY: 1000  
UNITS: SF  
DESCRIPTION: Carpet or Rug Shampooing for Family  
PART NUMBER: A1010  
AUX PART NUMBER: A1010  
UNIT PRICE: \$0.10  
INTERNAL REFERENCE: SP52004188019E  
VENDOR REBATE CODE: NONE  
NSN:

LINE NUMBER: 0002  
QUANTITY: 20  
UNITS: EA  
DESCRIPTION: Cleaning Window Blinds  
PART NUMBER: A1007  
AUX PART NUMBER: A1007  
UNIT PRICE: \$3.00  
INTERNAL REFERENCE: SP52004188020E  
VENDOR REBATE CODE: NONE  
NSN:

LINE NUMBER: 0003  
QUANTITY: 200  
UNITS: EA  
DESCRIPTION: Interior Glass Cleaning for Family Housing Units  
PART NUMBER: A1013  
AUX PART NUMBER: A1013  
UNIT PRICE: \$1.00  
INTERNAL REFERENCE: SP52004188021E  
VENDOR REBATE CODE: NONE  
NSN:

## **\*\* NOTE: Key Data Elements**

- 5. Instructions, including Period of Performance**
- 6. Contract Number**
- 7. Order Item Details, including Item Description, Unit Cost, Quantity and Contract Line Item Number**

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OK



# DOD EMALL ORDER - Continued



Status Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://emall6.prod.dodonline.net/main/orders/order\\_detail/supplierOrderDetail.do](https://emall6.prod.dodonline.net/main/orders/order_detail/supplierOrderDetail.do) Go Links

**DOD EMALL**  
www.emall.dla.mil

**1st Choice Support for the Warfighter**  
(Federal Buyers Welcome Too!)

My Account | Help Desk | Logout

Shop Carts Quotes **Orders** Admin Reports

| EMALL Orders | MRA Status |

» Home » Orders » Last Order Search » Purchase Order MOMS00001342696 You are logged in as: **1QL61**

| Supplier Order ID         | Document Number | Date Entered | Status | Qty | Event Date | Comments | Reporter |
|---------------------------|-----------------|--------------|--------|-----|------------|----------|----------|
| Order Status: Backordered |                 |              |        |     |            |          |          |

**\*\* NOTE:** When a client signifies acceptance of an order, via Material Receipt Acknowledgement (MRA), a new order status of "Received" will be listed. Once the full quantity has been satisfactorily completed, the Contractor can charge the Government Purchase card through their own financial institution.

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Version 6.1.2

Done Internet

# DOD EMALL ISSUES



- **NAVFAC and Supported Commands continue to have GPC issues**
- **NAVSUPINST 4200.99, Page 1.2, Subparagraph (2)(g) authorizes use of DOD EMALL:**
  - “(2) The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold for the following categories.....**
    - (g) Placing delivery and task orders (e.g. DOD EMALL) against**
      - competed Indefinite Delivery, Indefinite Quantity (IDIQ)**
      - contracts for orders valued at \$100,000 and below.”**

# NAVFAC DOD EMAIL SALES FOR FY04-07



| <b>NAVFAC DOD<br/>EMAIL<br/>Sales by Fiscal<br/>Year</b> | <b>Number of<br/>Orders</b> | <b>Total<br/>Sales</b>      |
|--|-----------------------------|-----------------------------|
| <b>FY04</b>  | <b>1446</b>                 | <b>\$<br/>686,679.30</b>    |
| <b>FY05</b>  | <b>7320</b>                 | <b>\$<br/>5,277,627.00</b>  |
| <b>FY06</b>  | <b>9536</b>                 | <b>\$<br/>10,771,889.96</b> |
| <b>FY07</b>  | <b>9650</b>                 | <b>\$<br/>15,895,286.11</b> |

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# Questions?